

國立高雄餐旅大學-餐飲廚藝科 實習教室非上課時間借用申請單

申請單位		申請學期	
申請日期	年 月 日		
申請人		聯絡電話	
善後負責人		聯絡電話	
使用日期	年 月 日 星期(____) 時 分 起 至 時 分 止 *請勿跨日申請，如若需多日申請，請分單填寫。		
申請事由			
借用場地	☐ C603 ☐ C401 ☐ CB04	教室使用人數：_____人(請確實填寫) *使用者名單請詳列於背面，未填不予受理。	
①指導老師 *申請使用者如為學生時， 須請指導老師簽名。	⑥環安組： ※ 是否代表學校參加國際性比賽？ ☐ 是 ☐ 否 ※ 是否需要開冷氣？ ☐ 是 ☐ 否 配合97年度第一次節約能源小組會議決議，除代表學校參加國際性比賽外，其餘同學練習一律不供應空調。 ②蓋科章處 (廚房工讀生請簽名) ☐已登錄系統 ☐excel 已更新		
餐飲廚藝科辦公室 ②廚房工讀生③行政助理			
④教室管理老師			
⑤場地保管單位主管			

註：一、如為學生使用時，必須有任課或指導老師在場指導監督，以策安全。使用完畢後，請將場地復原，並整理收拾乾淨，並向該場地保管單位領填「實習教室作業檢點檢查表」，交予該場地保管單位。

二、作業前務必先確定各設備之瓦斯開關在關閉位置再將瓦斯總開關開啟，以免發生危險，使用完畢後將開關關閉。電器設備除關閉電源外，亦須將插頭拔掉。

三、借用時間：須於22：00前離開實習場所。如遇特殊情況須逾時，需指導老師同意(事前或事後24小時內，口頭或書面告知場地保管單位)，並請務必同步知會警衛室。

四、請於核准後影印自行送交一份交給警衛室、一份交給營繕組(須冷氣)。

※各專業實習教室保管權責仍為各系，如需借用時請向場地保管單位申請。

《注意：第一、二實習大樓，夜間12點後電力及天然氣停止供應，以維護校園安全及管理。》

※ 申請單位(申請人)請親自將申請單內之送交所有單位於使用日期前會辦完畢。

※ 請勿將申請單留置公文交換櫃中。

教室使用者名單：(請詳填)

	科系/單位	班級	姓名		科系/單位	班級	姓名
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

※【備註】表格不敷使用時，請影印此頁，延伸撰寫。

Department of Culinary Arts

Application Form for the Use of Specialized Classrooms Outside Regular Class Hours

Applicant Unit		Semester Applied For	
Date of Application	_____ / _____ / _____ (Year / Month / Day)		
Applicant		Contact Number	
Person Responsible for Post-use Restoration		Contact Number	
Contact Number	Date: _____ / _____ / _____ (Year / Month / Day) Day: _____ Time: _____ : _____ to _____ : _____ *Applications may not cover multiple calendar days. If multiple dates are required, please submit a separate application form for each date.		
Purpose of Application			
Venue Requested	☐ C603 ☐ C401 ☐ CB04	Number of Users: _____ persons (Please specify the actual number.) *Please provide a complete list of all users on the reverse side of this form. Incomplete applications will not be processed.	
① Faculty Advisor *If the applicant is a student, the signature of the Faculty Advisor is required.		⑥ Environmental Health and Safety Division : ※ Is this activity for representing the University in an international competition? ☐ Yes ☐ No ※ Is air conditioning required? ☐ Yes ☐ No Pursuant to the resolution adopted at the First Energy Conservation Committee Meeting in 2008, air conditioning shall not be provided for student practice activities, except for those conducted in preparation for representing the University in international competitions.  (Kitchen Student Assistant: Please Sign) ☐ Recorded in the System ☐ Excel Record Updated	
Department of Culinary Arts Office ② Kitchen Student Assistant ③ Administrative Assistant			
④ Classroom Administrator			
⑤ Head of the Unit Responsible for Venue Management			

Notes

1. When the applicant is a student, the supervising course instructor or faculty advisor must be present to provide supervision and ensure safety. Upon completion of use, the venue shall be restored to its original condition, thoroughly cleaned, and the Practical Classroom Operation Inspection Checklist shall be obtained from, completed, and submitted to the unit responsible for managing the venue.
2. Before commencing any operation, users shall first ensure that all individual gas valves are in the OFF position before turning on the main gas supply valve to prevent accidents. Upon completion of use, all gas valves shall be turned off. In addition to switching off electrical equipment, all power plugs shall also be unplugged.
3. Hours of Use: Users shall vacate the practical training facilities no later than 10:00 p.m. If special circumstances require use beyond this time, prior approval from the supervising instructor shall be obtained. The supervising instructor shall notify the venue management unit, either verbally or in writing, prior to use or within twenty-four (24) hours thereafter, and the Security Office shall be informed accordingly.
4. Upon approval of the application, the applicant shall make photocopies of the approved application form and submit:
 - one (1) copy to the Security Office; and
 - one (1) copy to the Facilities Management Division (required if air conditioning is requested).

※ Each specialized practical classroom remains under the custody and management of its respective academic department. Applications for use shall be submitted to the unit responsible for managing the requested venue.

《Notice》

To ensure campus safety and facility management, electricity and natural gas supplies to the First and Second Practice Buildings will be suspended after 12:00 midnight.

※ The applicant (or applicant unit) shall personally obtain all required approvals and signatures from the relevant offices prior to the scheduled date of use.

※ Application forms shall not be left in the University's internal document exchange boxes.

List of Classroom Users : (Please complete in full.)

	Department / Unit	Class	Name		Department / Unit	Class	Name
26				51			
27				52			
28				53			
29				54			
30				55			
31				56			
32				57			
33				58			
34				59			
35				60			
36				61			
37				62			
38				63			
39				64			
40				65			
41				66			
42				67			
43				68			
44				69			
45				70			
46				71			
47				72			
48				73			
49				74			
50				75			

※ Note: If the space provided is insufficient, please make a photocopy of this page and continue on the additional sheet(s).